

TRAFFIC SAFETY ASSISTANT

DEFINITION

Controls automotive and pedestrian traffic at school crossings, writes parking citations, and performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management or supervisory personnel.

ESSENTIAL DUTIES - May vary depending on assignment.

1. Directs automotive and pedestrian traffic at school intersections; and assist children to cross school safely.
2. Watch traffic at all times when on duty.
3. Answers questions and gives directions about Hayward and vicinity.
4. Reports traffic accidents, incidents or injuries.
5. Report motorists who violate law and/or interfere with crossing guard's control of intersection.
6. Reports suspicious persons.
7. Reports uncooperative children to school principal.
8. Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Ability to:

- A. Learn state and local pedestrian laws.
- B. Work independently.

Traffic Safety Assistant (continued)

Page 2

- C. Work outdoors in all weather conditions.
- D. Get along with children and adults.
- E. Evaluate time and traffic flow.
- G. Follow oral and written directives.
- H. Work split shifts schedule during the day.

SPECIAL REQUIREMENTS: Essential duties require the following abilities and work environment: ability to stand for long periods of time and walk on flat terrain and up and down curbs; ability to work outside in all weather conditions.

901CS00

June 2000

AAP GROUP: 10

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt